



Appleseed Child Care Centre

PAYMENT POLICY

Monthly Parent Fees

Appleseed operates on a monthly tuition-based fee structure. Monthly fees are prorated based on the number of care days in a year then divided equally to provide a regular monthly parent fee despite the number of days of care each month. For school age children in before and after school programs, the number of days of school for the year are divided evenly over the course of the 10 months of school to create the regular monthly parent fee. For this reason, there is no reduction of fees for months with school breaks.

CWELCC – Reduced Childcare Fees

Appleseed is a participant in the Canadian-Wide Early Learning Child Care System program (CWELCC). The CWELCC program seeks to provide reduced fees for parents accessing childcare for children under 6 years of age by subsidizing parent fees. Fees for children under 6 are set by the CWELCC program and may be reduced further in the future according to the CWELCC guidelines. Children 6 years old and older do not qualify for the CWELCC subsidized prices and therefore pay full price for care with the exception of those children who turn 6 while they are still completing Senior Kindergarten. Children who turn 6 while still in Senior Kindergarten will continue to be eligible for CWELCC funding until the end of June of their Senior Kindergarten year. Childcare fees will go up to the school age pricing for these children starting July 1st once Senior Kindergarten is completed.

<u>Toddler & Preschool Full Day Care</u>			
<u># of Days per Week</u>	<u>Program</u>	<u>Age</u>	<u>Base Fees Per Month</u>
2 days per week	Toddlers & Preschool	15 to 30 mths & 30 to 48 mths	\$190.67
3 days per week	Toddlers & Preschool	15 to 30 mths & 30 to 48 mths	\$286.00
4 days per week	Toddlers & Preschool	15 to 30 mths & 30 to 48 mths	\$381.33
5 days per week	Toddlers & Preschool	15 to 30 mths & 30 to 48 mths	\$476.67

<u>Under 6 Years - Before School Care Only</u>			
<u># of Days per Week</u>	<u>Program</u>	<u>Age</u>	<u>Base Fees Per Month</u>
1 day per week	BASP AM	JK to Gr.1 – Under 6 Years	\$44.88
2 days per week	BASP AM	JK to Gr. 1 – Under 6 Years	\$89.76
3 days per week	BASP AM	JK to Gr. 1 – Under 6 Years	\$134.64
4 days per week	BASP AM	JK to Gr. 1 – Under 6 Years	\$179.52
5 days per week	BASP AM	JK to Gr. 1 – Under 6 Years	\$224.40

<u>Under 6 Years - After School Care Only</u>			
<u># of Days per Week</u>	<u>Program</u>	<u>Age</u>	<u>Base Fees Per Month</u>
1 day per week	BASP PM	JK to Gr.1 – Under 6 Years	\$44.88
2 days per week	BASP PM	JK to Gr. 1 – Under 6 Years	\$89.76
3 days per week	BASP PM	JK to Gr. 1 – Under 6 Years	\$134.64
4 days per week	BASP PM	JK to Gr. 1 – Under 6 Years	\$179.52
5 days per week	BASP PM	JK to Gr. 1 – Under 6 Years	\$224.40

<u>Under 6 Years – Before & After School Care Combined</u>			
<u># of Days per Week</u>	<u>Program</u>	<u>Age</u>	<u>Base Fees Per Month</u>
1 day per week	BASP PM	JK to Gr. 1 – Under 6 Years	\$56.70
2 days per week	BASP PM	JK to Gr. 1 – Under 6 Years	\$113.40
3 days per week	BASP PM	JK to Gr. 1 – Under 6 Years	\$170.10
4 days per week	BASP PM	JK to Gr. 1 – Under 6 Years	\$226.79
5 days per week	BASP PM	JK to Gr. 1 – Under 6 Years	\$283.49

<u>School Age Gr. 1 to 6 - Before School Care</u>			
<u># of Days per Week</u>	<u>Program</u>	<u>Age</u>	<u>Base Fees Per Month</u>
2 Days per Week	BASP AM	Grade 1 to Grade 6	\$150.00
3 Days per Week	BASP AM	Grade 1 to Grade 6	\$200.00
4 Days per Week	BASP AM	Grade 1 to Grade 6	\$240.00
5 Days per Week	BASP AM	Grade 1 to Grade 6	\$280.00

<u>School Age Gr. 1 to 6 - After School Care</u>			
<u># of Days per Week</u>	<u>Program</u>	<u>Age</u>	<u>Base Fees Per Month</u>
2 Days per Week	BASP PM	Grade 1 to Grade 6	\$200.00
3 Days per Week	BASP PM	Grade 1 to Grade 6	\$270.00
4 Days per Week	BASP PM	Grade 1 to Grade 6	\$320.00
5 Days per Week	BASP PM	Grade 1 to Grade 6	\$380.00

<u>Base Fees for Extra Days of Care</u>			
Toddlers	\$22 per day	Under 6 Years Full Day Care	\$21.26 per day
Preschoolers	\$22 per day	Under 6 Years Camp – 4 day week	\$85.04 per week
Under 6 Years AM Care	\$12 per day	Under 6 Years Camp – 5 day week	\$106.30 per week
Under 6 Years PM Care	\$12 per day	Grade 1 to 6 Full Day Care	\$50 per day
Grade 1 to 6 AM Care	\$15 per day	Grade 1 to 6 Camp – 4 day week	\$200 per week
Grade 1 to 6 PM Care	\$20 per day	Grade 1 to 6 Camp – 5 day week	\$250 per week

<u>Non Base Fees</u>			
Extra Care Request Fee	\$5 per request	Late Pick Up Fees	\$1 per minute
Overdue Payments / Late Fees	\$3 per day		

Child Enrolment

A two-day minimum enrollment is required for all children in all ongoing Appleseed programs. This includes the before school programs and after school programs which are considered two separate programs. The pricing for one day per week care in the “Under 6 Years” section of the above pricing table is for billing purposes only under the CWELCC funding requirements. The exception to the two-day minimum enrollment requirement is for JK/SK and school age children registering for school break care on P.A. days and Christmas or March break. Families may choose to enroll for care during these school breaks on a day-by-day basis. However, the Appleseed summer camp programs require a week-to-week enrollment.

Invoices and Payment Dates

At the end of each month, clients will receive their monthly invoice for the upcoming month by email. Payment for the monthly invoice is due by the 1st of the upcoming month in advance of services. Alternately, clients may choose to split their payments into two equal payments and submit payment for the monthly invoice to Appleseed by the 1st and 15th of each month by e-transfer.

Overdue Payments/Late Payment Fees

If a client fails to submit payment by the 1st of each month, or the 1st and 15th of each month, a late payment fee will be applied to the client’s account at \$3 per day until the necessary payments have been paid. Failure to regularly pay the required fees according to the established due dates may result in withdrawal of care.

Summer Camp Invoices and Payment Dates

The Appleseed summer camp for school-age children operates under a different invoicing structure than the rest of the centre. An invoice be issued upon receiving a child’s summer camp registration form for all weeks registered. A non-refundable deposit of 25% is required within one week of the invoice date. A child’s spot in summer camp will only be held for one week pending receipt of this payment. If the deposit is not received within the required week, that spot in the summer camp program will be released and may be offered to another child.

The remaining balance of the summer camp invoice is due in full by June 1st. Families may choose to make additional payments toward the balance prior to this date and are asked to indicate in the e-transfer notes that the payment is for the summer camp invoice.

Summer camp registrations submitted after June 1st will require full payment at the time of invoicing, with no option for partial payments. Cancellations or changes to registered weeks are permitted up to June 1st, and refunds will be issued for any weeks cancelled before this date.

After June 1st, no cancellations, schedule changes, or refunds will be permitted for any reason.

No Fee Reductions

The monthly tuition fees are for a child's place in the program and not the child's attendance. As such, there is no reduction of fees if a child is away due to sickness (including COVID-19), vacation, extended summer vacation, statutory holidays, or personal days off. Additionally, there is no reduction of fees if Appleseed is closed due to extreme weather, power outages, police road closures, or other extenuating circumstances beyond Appleseed's control that would force Appleseed to close its programs.

Accepted Payment Methods

Appleseed only accepts payment for the monthly invoices in the form of e-transfer. All e-transfers should be sent to the email address: appleseedccc@hotmail.com. Parents are asked to include their child's full name in the comment section of the e-transfer to ensure that their payment is applied to the correct client account.

Credits and Refunds

Circumstances resulting in credits or refunds for clients may include families receiving subsidy after paying for the month of care, or a mid-month withdrawal with the required two weeks' notice after paying for the month of care. Any other circumstances will be reviewed by the owner of Appleseed Child Care Centre.

School Break Care for School Age Children

Appleseed offers full day care for JK/SK and school age children during school breaks such as P.A days, Christmas Break, March Break, and during the summer break. Registration for these days or weeks can be done by contacting the Appleseed office by email to request care. Two weeks' written notice is required for cancellation of care for these school break days of care, and no cancellation of care will be accepted after June 1st for summer camp.

Late Pick Up Fees

All Appleseed programs close at 6:00 pm sharp. Parents should make every effort to pick up their children prior to 6:00 pm so that they are **out of the building** with their children by 6:00 pm. Families that remain in the building past 6:00 pm will incur a late fee penalty of \$1.00 per minute. Habitual late pick ups will result in warning and, if the late pick ups continue, may result in withdrawal of care. Late pick up fees will be added to the current monthly invoice.

Additional Days of Care

If clients request additional days of care beyond their scheduled days of care, a \$5.00 administrative "Extra Care Request" fee will be applied to their account along with fees for the additional care. The \$5.00 administrative fee will be charged **upon each request per family**, not for each day requested or per child. This \$5.00 administrative fee is non-refundable even if the additional care is cancelled. Cancellation of additional days of care requires a full week's notice or the client will still be charged for the additional day of care.

Permanently Withdrawing from the Program or Cancellation of Care

Appleseed requires **two weeks' notice** for the cancellation of additional days of care, reduction of regularly scheduled care, or permanently withdrawing a child from a program. Two weeks' notice is also required for cancellation of care for JK/SK and school age children registered for school break camps (i.e. March Break care, P.A. Day care, etc.). Cancellations for summer camp will be accepted by email only up until June 1st. Clients that do not give two weeks' notice of cancellation of care or before June 1st for summer camp, will still be billed for the registered care and the appropriate fees will still be required from parents.

Registration Deposits

When registering into a program, clients will be required to submit a deposit to hold their child's spot in the program. This deposit will be applied as a prepayment to the client's first invoice. New children enrolling into an Appleseed program throughout the year will require a \$50 deposit. Those children registering for the upcoming September will require a \$100 deposit. Deposits are refundable to clients up to two weeks prior to their child's start date in the program. Clients who cancel care with under two weeks' notice of their child's start date will forfeit the deposit - no refund will be given for the deposit. This policy does not apply to summer camp registration as it has its own payment policy. Please see the "Summer Camp Invoices and Payment Dates" section of this document for more information.

Year End Tax Receipts

Appleseed will issue a year-end tax receipt to all clients that have paid for and received services in that calendar year. Pre-payments for services for the upcoming calendar year will be noted on the tax receipt for the year that the services were rendered. (Ex. Payments received in December 2025 for childcare services in January 2026 will be noted on the 2026's tax receipt as the care will be received in 2026.)

Clients should be aware that Appleseed will only issue one tax receipt per child or sibling group. The tax receipt will be in the parents' names that are on the registration form and the address for the tax receipt will be the child's home address as per the registration form. The amount of the tax receipt will be the total amount of funds received by Appleseed for the care of the specific child or sibling group. Appleseed will not split receipts or create individual receipts for each parent. Appleseed will not be involved with any domestic conflicts regarding payments and tax receipts.

Furthermore, tax receipts will be issued as one hard copy per child or sibling group to parents. Copies will not be provided if a family misplaces the receipt.

Compliance

Clients should note that failure to abide by the Appleseed payment policy may result in withdrawal of care and the loss of a child's spot in the Appleseed program.

Sign Offs

By signing below, I acknowledge that I have read, understood, and agree to abide by Appleseed Child Care Centre's Payment Policy as outlined above. I understand my financial responsibilities, including payment due dates, fees, and notice requirements. I acknowledge that failure to comply with this policy may result in additional charges and/or the withdrawal of care and the loss of my child's space in the program.

Client Signature

Client Name Printed

Date

Contact for Client Account and Payments

Please provide a current email address (or addresses) where you would like monthly invoices to be sent.

Email Address for Invoices

Email Address for Invoices